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From: Saunders, Della (DPH)
Sent: Thursday, December 16, 2010 11:28 AM
To: Corbett, Kate (DPH); Feiden, Stacey (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Sprague, Shirley (DPH); Tan, Zhi (DPH); Tran, Mai (DPH)
Subject: FW: Holiday time

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Drug Analysis Laboratory Room 363
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617-983-6632 phone
617-983-6625 fax

From: Nassif, Julianne (DPH)
Sent: Tuesday, December 14, 2010 10:53 AM
To: Saunders, Della (DPH)
Subject: FW: Holiday time

fyi

From: Borne, Deborah (DPH)
Sent: Tuesday, December 14, 2010 9:11 AM
To: Alfonso, Felipe (DPH); Clemmer, Jill (DPH); Gillis, John (DPH); Gu, Jane X. (DPH); Hannon, Bruce (DPH); Hunt, Thuy (DPH); Jacobsen, Patricia (DPH); Jenner, Jennifer (DPH); Kane, Peter (POL); Katuramu, Patrick (DPH); Madden, Mary (DPH); Noddin, Linwood (DPH); Ogbue, Ngozi (DPH); Rubin, Alan (DPH)
Cc: Nassif, Julianne (DPH)
Subject: Holiday time

What to put on the time sheet

The holiday is Friday, so if you work put on the time sheet HWC (holiday work comp) then if you take off Monday it is CIH (Comp in lieu of holiday).

- If you do not work 12/24/2010 put on the time sheet HLN
- If you do work 12/24/10 put on the time sheet HWC
- If you take off Monday put on the time sheet CIH

The same goes for New Years.

- If you do not work 12/31/2010 put on the time sheet HLN
- If you do work 12/31/10 put on the time sheet HWC
- If you take off Monday put on the time sheet CIH

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